

BUSINESS INFORMATION CENTER (BIC) COMPUTER SOFTWARE SPECIFICATIONS

Provided by the Office of Business Initiatives to Approved BIC Sites

We want your visit to SBA's Business Information Centers to be as helpful as useful as possible. BICs are very much a part of our fast-changing world and to keep up, we keep our technology on the cutting edge at all times. Small business is our business and BIC staff is always eager to help you -- whether the visit is your first or your fiftieth.

Operating Systems

Microsoft Windows 98

Application Software

Microsoft Office 2000 -- Professional

Microsoft Word
Microsoft Excel
Microsoft Powerpoint
Microsoft Access
Microsoft Publisher

JIAN Templates

BizPlan Builder Interactive
Employee Manual Maker
Marketing Builder

Intuit Quickbooks Pro

Intuit Turbo Tax

Export Expert

Tim Berry's Business Plan PRO version 3.0

ADOBE

PageMaker

Photoshop

PageMill

Acrobat Reader

BIC OPERATING SYSTEMS

MICROSOFT WINDOWS 98

Windows 98 is an icon-driven operating system using symbols and folder groupings to represent file commands and software applications. The software programs available at a BIC are described further under their specific headings.

SOFTWARE APPLICATIONS

MICROSOFT OFFICE SUITE 2000 -- PROFESSIONAL

This menu selection allows the user to access a collection of full-featured word processing, spreadsheet, graphics, communications and database programs that work as an integrated package. The user has access to seven essential desktop reference volumes (Bookshelf) along with Microsoft Word, Excel, Powerpoint, Access and Office Assistant. A user can type letters, develop a business or marketing plan, create a spreadsheet detailing the financial condition of the business and finally develop a database of client information for mailings, etc.

Microsoft Word-- is the latest word processing package available from Microsoft. A user can type letters or develop and write a business or marketing plan for their small business.

Microsoft Powerpoint--is a desktop software package containing icons, page layouts and various fonts and colors to design and develop graphics, business cards and brochures.

Microsoft Excel--is a comprehensive spreadsheet application that allows the user to manage, format, chart and analyze data.

Microsoft Access--is a relational database management system that lets you store, organize and easily retrieve information.

Microsoft Publisher -- is a full-featured desktop publishing program that includes tools to create publications in just a few easy steps. The interactive PageWizard design assistants help you create newsletters, brochures and flyers customizing user's communication needs.

JIAN Templates

Included in the BIC computer system is a series of business templates for use with the various Microsoft Office Suite applications. These templates are not accessed directly from the PROGRAMS menu. Instead, they are "opened" from within an individual Microsoft Office application. The templates reside on the computer's hard drive in separate sub-directories under the "C:\JIAN\" main directory. The JIAN series templates include the following:

BizPlan Builder--is a complete business plan template with over 90 typed pages of example text formatted into word-processing files. The step-by-step format guides you through the entire process. It can help you quickly articulate your vision and mission, analyze your market, describe your product or service, develop your marketing strategy, and carefully outline your promotional and sales plans. *BizPlan Builder* also works with your spreadsheet software allowing you to enter projected sales, expense and growth assumptions. It automatically calculates totals, percentages and ratios, showing you at a glance how much money you'll need (and when) and how soon you'll realize profits.

Employee Manual Maker--provides 120+ personnel policies and 30+ employment benefits, plus memos and forms, already typed and formatted. Experts' comments within each section explain issues and make suggestions to help you customize a manual for your company. It comes with an "Employer's Survival Guide" with 16 sample forms and 8 memos including a sound employment application, an offer letter, an orientation checklist, a termination/severance agreement, an extensive recycling policy, performance review and background research release. Also, you'll find 15 useful articles addressing sexual harassment, wrongful discharge, compensation plans, and finding and hiring good people.

MarketingPlan Builder -- takes you through every aspect of marketing analysis, from customer profiles and demographics to competitive analyses. It includes a comprehensive Market Analysis Report and gives you expert advice on every aspect of marketing communications, from advertising to trade shows. The software works with you to build a Marketing Communications Plan and handles sales forecasting, budgeting, management and strategies while creating an effective, workable Sales Plan. Finally, it gives you a primer in advertising with advice on creative content and execution.

INTUIT QUICKBOOKS PRO

QuickBooks Pro builds on the basic Quicken Software for personal finances and QuickBooks for small business and home office by adding features for small businesses that track time and projects. It creates more than 90 reports and graphs. In addition to the typical accounting, payroll and financial management functions, QuickBooks Pro includes the additional features of: customizing invoices and statements; managing customer contacts; tracking inventory and purchases; preparing customized estimates for smarter bidding; and automating job costing.

INTUIT TURBO TAX

Intuit TurboTax for Business makes tax preparation easy and fast because it guides users through the tax preparation process by asking easy-to-understand questions, reviewing the return thoroughly and printing ready-to-file forms on plain white paper.

EXPORT EXPERT

The Export Expert is a unique computer program designed to assist businesses in the global trade process, serving as a readily available trade consultant and answering basic questions. It can help determine export potential, define target markets, evaluate export readiness, respond to export inquiries, obtain export financing, prepare for transport and get export assistance.

TIM BERRY'S BUSINESS PLAN PRO Version 3.0

A completely integrated business plan software allowing clients to develop a complete business plan.

ADOBE PAGE MAKER

Adobe PageMaker 6.5 Plus is the page layout software choice for business professionals who need to create and print documents simply and reliably. PageMaker Plus includes hundreds of professionally designed, flexible templates; stock illustrations; and photos to help you get started quickly. Professional publishing that gives you precise control over document look and feel, so that you can produce visual communications that are both powerfully effective and highly creative.

Adobe Photoshop is the first integrated toolset for taking your images from concept to completion in print and on the Web. Maximizing your product while helping you achieve the finest-quality output.

Adobe PageMill Web page authoring software was specifically designed to address the needs of non-technical people who want to create or maintain content on the Web. Adobe PageMill is easy to use, fast and includes in one, well-integrated package, everything you need to create Web pages.

Adobe Acrobat Reader enables you to view and print Portable Document Formate (PDF). PDF is a file format created by Adobe that lets you view and print a file exactly as the author designed it, without needing to have the same application or fonts used to create the file.

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